

Guided Staff Portal Setup

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Jackrabbit offers a guided setup process that steps you through 5 tasks to get your staff ready to log in to the **Staff Portal**. Go to the **Gear icon > Set Up > Guided Staff Portal** and click the **Start Guided Setup** button.



Each step of the setup is saved individually. If you start the setup and need to finish at a later time, simply go to the **Gear icon > Set Up > Guided Staff Portal** and click through to the step where you left off.

Use the links below to go to the help docs for each step:

- ▶ [Staff Portal Setup Step 1 - Staff Portal Settings](#)
 - ▶ [Staff Portal Setup Step 2 - Match Staff to User ID](#)
 - ▶ [Staff Portal Setup Step 3 - Auto-Assign Portal Login ID](#)
 - ▶ [Staff Portal Setup Step 4 - Staff Settings](#)
 - ▶ [Staff Portal Setup Step 5 - Send Portal Login Email](#)
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